

STATE EMERGENCY RESPONSE COMMISSION
Meeting Minutes

March 9, 2016

Commissioners

James Mosley – SERC Chair	Marjorie Crofts – SERC Co-Chair (DNREC)
Avery Dalton – SERC Executive Director	Robert Hudson Proxy for Monroe Hudson – DSP
Robert Byrd – SERC Rail Transportation	Sen. Bruce Ennis – SERC DVFA
David Irwin – New Castle County LEPC	Dr. Har Ming Lau – Div. Public Health
Charles Stevenson – Sussex County LEPC	Robert Newnam – DSFS
David Mick – Kent County LEPC	Al Johnson Jr. – SERC Air Transportation
Colin Faulkner - Kent Co LEPC	Dwayne Day – DERC DelDOT
Lynn Krueger – Water Transportation	AJ Schall – DEMA Director

SERC Commissioners unavailable :) George Giles (SERC City of Wilm. LECP); Brian Wong (SERC Shippers); James Lee (SERC Consignees); John Verdi (Chemical Users); Michael Layton (Highway Transportation)

Members/Visitors

Robert Barrish – LEPC Kent County	Mark Dolan – DNREC
Jacob Morente - NCC LEPC	Robert Pritchett – DNREC
Brandon Olenik - Kent Co LEPC	Jacob Morente – NCC LEPC
Jamie Bethard – DNREC	Lori Sherwood - DEMA
Grover Ingle – OSFM	Kenneth Cenci - DNREC
Lisa Morris – DOJ	Anthony Murray – US DOT PHMSA
Bill Davis – DNREC EPCRA	Lisa Dunaway – DHS
Marc Evans – 31 st CST	Sherry Lambertson – State Fire Commission
Ed Strouse – DEMA	Melody Peters – DelDOT HAZMAT
Phillip Reynolds – Miller Env. Group	Silvana Croope – DelDOT
Dawn Johnson – USDOT DelDOT	Eric Roland – Edgewell Personal Care

Meeting called to order at 9:00 a.m. by Chairman Mosley.

Chairman Mosley welcomed everyone. Chairman Mosley introduced Dawn Johnson U.S. Department of Transportation Volpe Research Center, Silvana Croope DelDOT, and Anthony Murray U.S. Department of Transportation Hazardous Materials Safety Assistance Team.

The December 9, 2016 minutes distributed at the meeting were approved as written following a motion by Mr. Newnam and seconded by Mr. Irwin.

STANDING COMMITTEE REPORTS:

Summary of SERC Finances

Mr. Newnam

**STATE EMERGENCY RESPONSE COMMISSION
FINANCE AND BUDGET COMMITTEE
Meeting Minutes
February 26, 2016
Amended 03-08-16
Members**

Robert P. Newnam - Sen. Bruce Ennis - Robert Pritchett - Avery Dalton

The February 26, 2016, meeting of the State Emergency Response Commission Finance and Budget Committee was called to order at 0900 by the Chairman Robert P. Newnam. The attendees were introduced and a quorum was present. The purpose of the meeting was to review the requests for LEPC, DECON and IT funding requests for FY17.

The Committee used the "Finance Committee Guidelines for Budget Requests" to review the budgets separately, comparing each to the previous year's budget.

The requested budget item categories were discussed. In light of the diminishing funding provided by the permitting fees, the Budget Committee decided to cap the allowable costs under several categories. Travel costs were capped at \$1,000.00, per LEPC. Office Supplies and Equipment categories were capped at \$500.00 each, unless there was a specific need identified by the LEPC. The Information Management category was not capped because the costs were consistent across the various LEPCs. The Budget Committee restricted the use of funding for vehicle insurance costs.

The following are SERC Finance and Budget Committee recommendations for the Fiscal Year 2017 budget.

1. The City of Wilmington Local Emergency Planning Committee (LEPC) requested \$62,758.99. There was no carryover from last year. The Committee recommends approving **\$62,258.99** for the City of Wilmington LEPC Budget.
2. The New Castle County LEPC requested \$87,591.00. There is a projected \$5,000.00 carryover from previous year. The Committee recommends approving the request, less the carryover. The Committee recommends funding of **\$86,791.00** for the NCC LEPC Budget.
3. The Kent County LEPC requested \$70,700.00. There is a carryover from last year projected at \$1,614.46. The Committee recommends approving the request, less the carryover. The Committee recommends funding of **\$66,700.00** **\$65,085.54** for the Kent County LEPC Budget.
4. The Sussex County LEPC requested \$70,083.79. There was no carryover from last year. The Committee recommends approving **\$69,083.79** for the Sussex County LEPC Budget.
5. The Decon Trailer Committee is not requesting funds for the replenishing of the Maintenance and Equipment Account for FY16. The Decon Trailer Replacement Account, as approved at the February 2003 SERC meeting recommends that 10% of the fees collected is set aside for replacement. The committee recommends that a total of **\$30,000.00** be placed into the account. Additionally, the Committee recommends that interest from the Fee Holding Account be automatically transferred to the Decon Trailer Replacement Account on a monthly basis.
6. The Information and Technology Committee requests **\$12,898.00**, to include continued support for annual maintenance/support for the Tier II Manager System, the cost of the LEPC toll free numbers used by industry to satisfy emergency notification requirements, and newspaper ads for annual publication of LEPC contact information. The Committee recommends approval of the requested amount.
7. The Department of Natural Resources and Environmental Control requests \$15,000.00, to support leasing office space for the EPCRA program. The Committee recommends approval of the requested amount.

Motion by Sen. Bruce C. Ennis seconded by Robert Pritchett to approved the requests. Motion Carried

Meeting Adjourned - 1005

**SERC FINANCE COMMITTEE
GUIDELINES
BUDGET REQUESTS**

The following guidelines are designed to provide the various entities who submit budget requests to the SERC Finance Committee with a basis for planning their budgets, based on the acceptable spending limits contained within this document. As the holders of the public trust inasmuch as the chemical inventory fees are taxpayer dollars, the SERC Finance Committee is committed to overseeing the various entities in a way that ensures the proper expenditure of funds for appropriate matters related to the work of the State Emergency Response Commission.

With these guidelines, the SERC Finance Committee hopes to accomplish two things: (i) assist the entities in arriving at reasonable budgets; and (ii) provide a mechanism for securing supporting information that will be useful in an auditing context.

The guidelines are arranged in the order of the budget items contained on the Budget Submission Form currently in use for ease of reference as budgets are planned.

1. Salaries

The position(s) should be identified by title and pay grade. The requesting entity shall provide the SERC Finance Committee with a completed Itemized Position Form (supplied by the Finance Committee) for the position(s) covered.

2. Travel*

* Travel budget requests are limited to a maximum of \$1,000. Requests for amounts exceeding the maximum must be detailed in writing and may not be a recurring expense.

a. Transportation Costs

- 1) Transportation costs may include a reasonable allowance for the rental of cars based on the prior year's expenditures. However, rental cars must be justified as an economical need and not as a matter of personal convenience. Unless the traveler can demonstrate: (i) that no compact cars were available, or (ii) that a large number of representatives of the entity were traveling together to the same meeting, reimbursement for the rental of medium or large size cars will not be allowed. Supporting documentation of the number of trips/locations must be submitted to support a budget request for car rental.
- 2) Reimbursement for mileage for travel by personal car shall be at the current state rate.
- 3) Travel by air will be reimbursed only for coach/economy class tickets. The traveler must book the travel as far in advance as possible to take advantage of any discounts,

etc. Travel by air must be through the most economical and direct route. The traveler should check the airlines for conference rates or government rates.

- 4) Travel by taxi, airport limos, buses, etc. shall be reimbursed at full cost including tips, must have receipts.
- 5) The purchase or leasing of vehicles for LEPC activities, as well as vehicle insurance costs, are not permitted expenses.

b. Subsistence (Lodging, Meals)

1) Lodging

- i. The reimbursement for lodging is at the single occupancy rate and based on the rates established by the U.S. General Services Administration (GSA) for location within the United States at <http://www.gsa.gov/perdiem> limited to 150 percent of the locality rate. All lodging expenses require itemized receipts.

2) Meals, Tips, Phone Calls

- i. Subsistence or meals will be reimbursed on a maximum reimbursement allowance basis for traveling requiring overnight lodging. The maximum reimbursed allowance for meals, including tax and tips shall be based on the rates established by the U.S. General Services Administration (GSA) for location within the United States and by the U.S. Department of State for foreign areas. All per diem rates can be found at <http://www.gsa.gov/perdiem> for the United States and http://aoprals.state.gov/content.asp?content_id=134&menu_id=78 for foreign areas. The following allowances are provided as a guide: Breakfast-20%; Lunch-24%; Dinner-50% and incidental expenses-6%. There will be no reimbursement for the purchase of alcoholic beverages. Per the State of Delaware travel policy, itemized meal receipts are required for reimbursement.
- ii. For in-state, same day travel, lunch is the responsibility of the traveler. No reimbursement shall be provided.
- iii. For out-of-state, same day travel during working hours, lunch is a reimbursable expense.
- iv. Out-of-pocket expenses for baggage handling and maid service are reimbursable with submission of a State of Delaware Non-Receipt Transaction form.
- v. Telephone calls while on same day or overnight travel which relate to the

business of the entity are reimbursable provided the traveler produces a receipt or shows the bill on a hotel receipt. One personal call by the traveler while on overnight travel is reimbursable.

3. Information Management

- a. Photocopying shall be reimbursed at the rate of \$.08 per page single sided and \$.14 per page double sided copies, or actual costs, whichever is lower.
- b. Printing of brochures and other literature should be obtained on a competitive basis.
- c. Postage for mailings should be considered carefully. Entities should explore the feasibility of using bulk mail 3'd Class rates for mass mailings and other means for reduced mailing costs.
- d. Telephone expenditures should be reasonable based on prior year's experience.

4. Equipment*

* Equipment budget requests are limited to a maximum of \$500. Requests for amounts exceeding the maximum must be detailed in writing and may not be a recurring expense.

- a. Purchase of computer equipment and software must relate to the day-to-day operations of the LEPC or other entity requesting funding.
- b. Audio visual equipment is permitted upon a showing of the need for such equipment by the LEPC or other requesting entity.
- c. Office equipment purchases must relate to the day-to-day operations of the LEPC or other entity requesting funding. This does not include computers.

5. Office Supplies*

* Supplies budget requests are limited to a maximum of \$500. Requests for amounts exceeding the maximum must be detailed in writing and may not be a recurring expense.

- a. The cost of paper, pens, stationery, etc. are reimbursable, but should be limited to the maximum listed above, unless otherwise demonstrated to need more.

6. Conferences, Seminars

- a. The requesting entity should attempt if at all possible to budget the registration fees into their yearly budget. Past experience can be used as a guide with enough allowance for attendance at seminars that are unexpected, but directly relate to the entity's work on SARA Title III matters.

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END OF SERC FINANCE REPORT

SERC Information & Technology Committee Report - David Irwin

The Planning and Training Committee meeting on February 18th tasked the IT Committee to take a look at all the data that resides in the Tier II system and narrow it down to three or four screens that will remain for the fire service when they respond to a facility. Then develop a training program and train each fire company how to access this equipment. Meeting will be on Wednesday, March 23rd.

End of Information & Technology Committee Report

SERC Planning & Training - Director Schall

State Emergency Response Commission (SERC)

Planning & Training Committee Meeting

Meeting Minutes for February 18, 2016

Prepared on February 23, 2016

The SERC Planning & Training Committee meeting was held on February 18, 2016 at the DEMA State EOC.

Minutes for the meeting are as follows:

Attendees: AJ Schall, Avery Dalton, Jamie Bethard, Dwayne Day, Mark Dolan, David Irwin, Bill Davis, Dr. Har Ming Lau, David Mick, Robert Newnam, Charles Stevenson, Brandon Olenik, Lt Col Wiley Blevins, Lori Sherwood

Planning and Training Committee Chair AJ Schall called the meeting to order at 9:00.

Old Business:

Lt. Col. Blevins motioned to approve the minutes of the last Planning & Training Sub-Committee Meeting on November 19, 2015. Mr. Dolan seconded the motion. All approved.

Mr. Dalton briefed on the HMEP grant. He stated out of the current budget of \$111,675, we have spent down approximately 9% (just under \$10,000) so far this year.

There have been changes to the grant. It is now a three year grant. We did get out budgeted amounts for the next three years. For year one of the three year grant, 2016 – 2017, amount is the same as last year \$111,675. It goes down the next two years and the next two years are equal amounts of \$105,298.

Other changes to the grant are if we have unspent funds in year one we can carry those funds over to year two and in year two we can carry over to year three, but all has to spent on the third year. This past year we spent 96% of the funds.

Mr. Dalton proposed conducting a tabletop exercise of the SERT Plan at a cost of \$35,000. This would take place in year two or three after review of the plan and do the revisions. Mr. Newnam asked the committee their thoughts and recommend, at the March 9th SERC meeting, establish having a meeting in April for the approval of the HMEP funds for the exercise.

Mr. Newnam motioned to have the tabletop exercise added to the March 9, 2016 SERC agenda. Mr. Irwin seconded the motion. All approved.

Mr. Irwin briefed on the State of Delaware 9th Annual HAZMAT Workshop. He stated, registration has been launched, so far 67 have registered for Friday, 54 on Saturday, and 52 for Friday evenings Teambuilding Dinner. Millcreek reports 13 sponsors and more in the works.

New Business:

Mr. Dalton briefed on SERC Plan. Discussion was made to select a sub-committee to review the SERC Plan. There were some initial reviews made last year, since that time he was advised to review the plan for the regulatory guidance. The committee discussed having a special meeting to go over the plan.

Mr. Newnam suggested Public Health, State Police, DNREC, Fireschool, and DEMA should be the players. Have them review the SERC Plan, to make sure the planning document is up to par. They will decide on recommendations or changes. Then come back to the P & T committee to get approval of recommended changes.

Mr. Newnam made motion to have a sub-committee of these five partner agencies to include the Fire Service review the current SERT Plan and report back to the committee. Mr. Irwin seconded the motion. All approved.

Director Schall asked for approval of the agenda for the SERC meeting on March 9, 2016, pointing out the one change (Tabletop Exercise) will be added.

Mr. Dalton stated, additionally under item 9 of the agenda, Volpe Research Center is doing a research project to identify the needs in which illicit hazards material are transported, human trafficking, and the methods/means in which we use to track and intercept these materials. They want to meet with the LEPC's after the SERC meeting.

Mr. Newnam made motion to approve agenda as amended. Mr. Irwin seconded. All approved.

Mr. Dalton stated, there will be testing of the EAS on February 24, at 2:20 p.m.

Mr. Dalton briefed, EMI will be broadcasting three Virtual Table Top Exercise for Bakken Oil to assist agencies with the reviewing their core capabilities of Prevention, Protection, Mitigation, Response & Recovery. It is scheduled for three different days, May 10, 11 and 12. Each day is a single session. DEMA has signed up for May 10th from 12:00-4:00, and will attend via our conference room internet connection. You can sign up on your own or you are welcome to sign up with us.

Mr. Dalton made mention, October 17th will be the 30th anniversary of EPCRA.

Mr. Newnam made motion to adjourn. Mr. Irwin seconded. All approved.

Meeting Minutes

Minutes were taken by Ms. Lori Sherwood, and transcribed to this document by Mr. Avery Dalton, SERC Executive Director, on February 23, 2016.

Minutes posted to the State Public Calendar, on February 23, 2016.

Minutes approved by Director AJ Schall, Chair for the SERC Planning and Training Committee.

Signed: _____
AJ Schall, Chair for the SERC Planning and Training Committee

END OF SERC PLANNING & TRAINING REPORT

SERC HMEP Grant Report Avery Dalton

For the Hazards Materials Emergency Preparedness Grant, So far this year we spend \$9,600 out of \$111,675 grant, about 8% of the budget so far this year.

END OF SERC HMEP GRANT REPORT

SERC DECON Trailer Committee Report

Mr. Newnam

The DECON Committee has sold trailer number one to the refinery for \$12,000.

The committee did not get the money that was requested for trailer number two. The Department of Ag. would like to acquire this trailer. Currently the trailer needs work. Department of Ag. will have to come up with funding to get it in the condition to be road readiness. Permission of the SERC would be needed transfer the ownership and upkeep form DNREC over to the Department of Ag for Avian Influenza.

Mr. Newnam stated the trailers seem to be operational and doing very well. However, due to the funding at \$30,000 a year we are not going to be able to replace trailer number three in the timeline that we were looking at, so the committee is going to have to look at some kind of grant source to assist us with this. We would try the grant source first before going to state legislators.

END OF SERC DECON TRAILER COMMITTEE REPORT

SERC HAZMAT Training Workshop Committee Report – David Irwin

The HAZMAT is off to a great start. So far we have 18 sponsors. There are 127 registered for Friday, 103 for the dinner, and 147 for Saturday. There are two more weeks of registration.

END OF SERC HAZMAT TRAINING WORKSHOP COMMITTEE REPORT

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) REPORTS

NEW CASTLE COUNTY LEPC REPORT – Mr. David Irwin

LEPC for New Castle County SERC Report

December 9, 2015 – March 9, 2016 LEPC Meeting:

There has been one LEPC meetings since the last SERC meeting:

The January 11, 2016 meeting was hosted by the DuPont Stine Haskell Research Center. A total of 38 individuals attended the meeting.

Highlights:

□ Committee Reports –

○ Finance – Chairman Irwin reported that expenses since the last meeting were, \$15,069.84 and the budget balance as of January 1, 2016 is \$45,224.69.

○ Decon – Chairman Joe Leonetti provided the following report:

The Hazmat /Decon Team responded to the following since November 9, 2015 -

➤ Rt. 7 at the Conrail RR – Leaking railcar, unfounded – 9/15/2015

Because of the holidays no training or demonstrations were conducted.

The Hazmat/Decon Team will be presenting a power point presentation to the New Castle County Fire Chiefs at the February meeting. This presentation will outline the history, make-up, funding, capabilities, partnerships and assets of the Hazmat/Decon Team.

○ I.T. – Committee Chairman Bill McCracken reported that the SERC – Information & Technology Committee has been pursuing the following action items since the previous SERC meeting on 9/9/15:

➤ On September 30th published advertisements in the News Journal and the Delaware State News as required per Federal EPCRA statute "Section 11044: Public availability of plans, data sheets, forms, and follow up notices".

➤ Beginning in October, issued a survey to emergency planners & responders across the State that will be used to select and implement enhancements to the State's web-based hazardous material database (Tier II Manager). Survey results are currently being collected with analysis expected by year's end.

○ Training – Committee Chairman Mark Dolan reported that the New Castle County Industrial Hazardous Materials Response Alliance Training Committee did not conduct any training sessions between the November

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David Irwin: March 2, 2016

9th, 2015 and the January 11th, 2016 LEPC for NCC meetings. The Training Committee has drafted the preliminary 2016 NCCIHMRMRA Training Schedule with thirty-one (31) hours of training as follows:

(1) Annual Respirator Fit Testing (Draeger SCBA) conducted by DSFS at Elsmere Fire Station 16 on Tuesday, February 23rd & repeated Thursday, February 25th, 4:30 pm to 8:30 pm.

(2) Training Session I: DSP-DIAC Terrorism Liaison Officer Detective Tim Kerstetter and DSP EOD Commander Sergeant Chris Ennis present "Emerging Threat Stream and Trends" and "IED/HME Awareness" training conducted at Elsmere Fire Station 16 on Tuesday, February 23rd and repeated Thursday, February 25th, 5:00 pm to 9:00 pm. (4 hrs.)

(3) Training Session II: Ninth Annual State of Delaware Emergency Response Hazardous Materials Training Workshop conducted at Delaware State Fire School Dover on Friday April 1st and Saturday April 2nd, 8:00 am to 5:00 pm. (8 hrs.)

(4) Training Session III: Safety Systems & HazMat 1 Rapid Response Training (Mr. Ron Gore, who presented at the 2015 Delaware Hazmat Workshop) to conduct MC331 tank trailer training on Friday, April 29th and repeated Saturday, April 30th, 8:00 am to 4:00 pm, probably at Delaware State Fire School New Castle Division. (8 hrs.)

(5) Training Session IV: Safe Transportation Training Specialists (Mr. Dave Wolfe) for a modified 8-hour version of their tank truck emergency response workshop with training prop replicas and offer it on Friday, September 23rd and repeated Saturday, September 24th, 8:00 am to 4:00 pm, probably at Elsmere Fire Station 16. (8 hrs.)

(6) Training Session V: NCCIHMRMRA Instructors present a "Level A CPC In-Suit Emergencies" class and "Level A CPC Obstacle Course" training conducted at DuPont Chestnut Run tentatively on Tuesday, October 11th and repeated Thursday, October 13th, 5:30 pm to 8:30 pm. (3 hrs.)

(7) Fifteenth Annual NCCIHMRMRA Planning and Training Meeting held at Elsmere Fire Station 16 on Wednesday, November 2nd, from 5:30 pm to 9:00 pm.

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David Irwin: March 2, 2016

- Transportation – Committee Chairman Al Stein reported:

The transportation law signed on December 4th does the following:

- ☑ Bars DOT 111 tank cars from transporting unrefined petroleum products beginning March 1, 2018. Tank cars not containing heat-resistant thermal jackets to be phased out two months earlier. This eliminates a loophole in the law that allowed DOT111 to continue carrying crude oil if they were not part of a train with at least 35 tank cars or a segment of 20 consecutive tank cars.
- ☑ Codifies the emergency order that freight railroads provide real Time Data to states on flammable liquid shipments.
- ☑ Allows states and localities to obtain inspection reports on privately owned railroad bridges filed by freight railroads with the Federal railroad administration.
- ☑ Extends PTC deadline until the end of 2020.

The Federal Motor Carrier Safety Administration released a final rule that commercial truck and bus drivers must electronically record their behind the wheel.

Amtrak announced that 500 miles of their Boston to Washington D.C. is under the control of the PTC system. The New York to Washington route is complete. Tracks north of New York owned by Metro North is not. The rest of the route to Boston is.

- Steering Committee – Chairman Babak Golgolab reported that the committee:
 - Recommends adoption of FY 2017 proposed budget of \$87,591, which is the same amount as the FY 2014, 2015 and 2016 budget.
 - Recommends adoption of FY2017 Work Plan.
 - Recommends continuation of D. Irwin as Chairman/Consultant.
 - Informed members that since J. Morente's contract is with the state his performance will be evaluated at the state level

Motions for each recommendation were made and seconded. All recommendations were passed by the LEPC voting members present at meeting. P a g e | 4

David Irwin: March 2, 2016

LEPC Staff Performance:**David Irwin - Chairman****SERC Activities:**

- ☐ Represented the LEPC at the March 9th SERC meeting
- ☐ Represented the LEPC at a SERC sponsored US DOT/ Volpe Center meeting (3/9)
- ☐ Chaired two 9th Annual HazMat Workshop Planning Committee meetings (#6 & #7) hosted by Mill Creek Fire Company (1/12 & 2/16)
- ☐ Met with DEMA Director Schall to discuss and approve LEPC membership approved Goals and Objectives for FY 2017 (2/1)
- ☐ Represented the LEPC at the SERC Planning & Training Committee meeting (2/18).
- ☐ Prepared and submitted in a timely manner the LEPC FY 2017 zero growth FY17 budget request and CY2015 performance report
- ☐ Prepared and submitted in a timely manner the LEPC FY 2017, FY 2018 and FY 2019 HMEP Grant request for funds
- ☐ Submitted the IT Committee FY 2017 proposed budget in a timely manner
- ☐ Prepared and submitted in a timely manner the LEPC Quarterly Performance Report

Emergency Response Plan Reviews and Facility Visits:

- ☐ No activity this period.

Exercise Status:

- ☐ No activity this period.

NCCIHMR:

- ☐ In accordance with HMEP Grant & DEMA requirements obtained three proposals from Safe Transportation Training Specialists (STTS) to conduct the following 8-hour training sessions on two consecutive days:
 - o Confidence in the Hot Zone Emergency Response Workshop – FY 2017
 - o Cargo Tank Emergency Response Workshop (High Pressure) – FY 2018
 - o Cargo Tank Emergency Response Workshop (Low Pressure) – FY 2019
- ☐ In accordance with HMEP Grant & DEMA requirements obtained two proposals from RadResponse to conduct the following 8-hour training sessions on two consecutive days:
 - o Transportation Radiological Incident Response Training –FY 2017
 - o Transportation Radiological Incident Response Training –FY 2019
- ☐ In accordance with HMEP Grant & DEMA requirements obtained a proposal from Murray and Associates to conduct the following 3-hour training sessions on two consecutive evenings:
 - o Trench/Structural Collapse Due to a Hazardous Materials Incident Awareness Training – FY 2017
- ☐ Participated in both Emerging Threats and IEDs/HMEs Emergency Response Training (4 hours/session) conducted by Detective Tim Kerstetter and EOD Commander Chris Ennis of the Delaware State Police and hosted by Elsmere Fire Station 16 (2/23 & 2/25)
- ☐ Participated in the NCCIHMR Training Committee - Planning Meeting #41 (2/17)
- ☐ Met with Training Committee Coordinator and 31st CST representative to discuss training opportunities in 2016

Outreach Initiatives:

- ☐ Represented LEPC at four CAP meetings, the Delaware City Refining (1/12, 2/18 & 3/8), Croda (3/2)
- ☐ Represented the LEPC and State at the TRANSCAER® National Task Group meeting (3/1).
- ☐ Represented LEPC at the Delaware City CAER meeting (2/14)
- ☐ Represented the LEPC and discussed the 9th Annual HazMat Training Workshop at two Kent (1/12 & 3/8), two Sussex (1/14 & 3/10) and two Wilmington (1/8 & 3/11) LEPC meetings.

Additional Activities:

- ☐ Prepared Annual Performance report for LEPC Steering Committee and LEPC Voting Membership
- ☐ Prepared LEPC FY 2017 SERC budget request for LEPC Steering Committee and LEPC Voting Membership approval
- ☐ Prepared LEPC FY 2017 proposed Goals & Objectives for LEPC Steering Committee and LEPC Voting Membership approval
- ☐ Worked with DNREC's Bob Pritchett and Bill Davis regarding SERC IT Committee matters
- ☐ Working with several Workshop Committee members to complete open tasks in preparation for Workshop
- ☐ Worked with Ed Hawthorne, Shell Oil Company to develop program content for 2016 HazMat Workshop.
- ☐ Worked with several Workshop committee members to finalize speaker commitment to 2016 Workshop.
- ☐ Contacted numerous 2016 HazMat Workshop presenters to obtain information in preparation for the Workshop
- ☐ Produced and published the January 11, 2016 LEPC meeting minutes.
- ☐ Produced and published the January 12, 2016 9th Annual HazMat Training Workshop Planning Committee meeting minutes.
- ☐ Developed a Task Chart for the 9th Annual HazMat Training Workshop
- ☐ Documented four Hazardous material reportable release reports in accordance with EPA regulations
- ☐ Served as a subject matter expert for a consulting firm regarding Tier II Manager

Jake Morente – Vice-chairman**SERC & Tier II**

12/9/2015 IT sub-committee meeting prior to SERC Meeting (Dover).

12/9/2015 Attended SERC Meeting (Dover).

1/19/2016 Completed FY2017 Budget Request/Performance Review Information.

2/1/2016 Meeting with DEMA Director Schall and LEPC Chairman Irwin (Smyrna) to review work plan for this coming year.

2/6/2016 Inquiry from Mr. Driscoll at Christina Care regarding Emergency Response Plan submission with NCC and City of Wilmington. P a g e | 6

David Irwin: March 2, 2016

Site Assessments & Plan Reviews: (5 Completed) - Report Completed and emailed

1/7/2016 Email with Artesian Water Co. regarding follow-up site visit

1/28/2016 Artesian Water Co. (Newark) follow up visit.

2/5/2016 Fuji Films (New Castle)

2/16/2016 D&S Warehousing (Newark)

2/29/2016 Johnson Controls (Middletown) N. Broad Street

Johnson Controls (Middletown) Patriot Drive

Fire Service Liaison:

1/7/2016 Attended NCC Fire Chief's meeting at Port Penn Fire Co.

1/18/2016 Provided Fire District Tier II Information to Chief Day of the Minquadale Fire Co.

1/29/2016 Emailed Hazmat Workshop Information & Registration packet to Secretary for distribution to NCC Fire Chiefs.

2/4/ 2016 Attended NCC Fire Chief's meeting at Belvedere Fire Co. – discussed the Hazmat Training Workshop April 1st & 2nd the Delaware State Fire School – Dover. Also invited Chiefs or their representative to join me on our facility site visits and emergency response plan reviews when in their local districts.

3/3/2016 Attended NCC Fire Chief's meeting at Aetna HH&L Co. in Newark. Discussed the Hazmat Training Workshop April 1st & 2nd the Delaware State Fire School – Dover.

Misc. Emails Inviting County Fire Chiefs and/or their representative to join me on facility site visits and emergency response plan reviews within their respective fire protection districts.

NCCIHMRA & Training:

12/9/2015 Participated in Hazmat Workshop Planning Meeting #5 at Mill Creek Fire Company.

1/12/2016 Participated in Hazmat Workshop Planning Meeting #6 at Mill Creek Fire Company.

1/27/2016 Email reply for NCCIHMRA Committee Meeting.

2/16/2016 Recorded minutes and Participated in Hazmat Workshop Planning Meeting #7 at Mill Creek Fire Company.

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David Irwin: March 2, 2016

2/17/2016 Participated in NCCIHMRAs planning meeting, reviewing training opportunities for the next three years to comply with new HMEP funding guidelines.

2/23/2016 Provided dinner and participated in training at NCCIHMRAs Training Session #1 at Elsmere Fire Company.

2/25/2015 Provided dinner and participated in training at NCCIHMRAs Training Session #1 at Elsmere Fire Company.

END OF NCC LECP REPORT

CITY OF WILMINGTON LEPC REPORT

CITY OF WILMINGTON

OFFICE OF EMERGENCY MANAGEMENT

WILMINGTON, DELAWARE

MEMORANDUM

TO: SERC

FROM: George B. Giles
Wilmington Support Staff

DATE: February 20, 2016

RE: Wilmington LEPC Report

Meeting Notes:

Wilmington LEPC meeting was held January 8, 2016 in the EOC.

Meeting was called to order by Chairman Joe DiPinto.

FY16 BUDGET

-FY 16 budget in progress. Please contact Margie if you need help with training.

HMEP FY2015

A Bullex training meter was purchased for use in Wilmington and NCC through the HMEP grant.

HAZMAT RESPONSES –

-0-

TRAINING-

-Valley Forge Hazmat Conference was a success with one member attending.

-Participating with NCC on the Annual Hazmat Workshop.

EXERCISE STATUS -

- Continue to review all previous drills to address corrective actions.
- Will continue to work with Noramco and Magellan on their drills and exercises.
- Will participate with Wilmington OEM for Communications Drill.

PLANNING & OUTREACH –

-Continue teaching an all hazards approach to citizens, community groups,

-Preparing Wilmington Channel 22 announcements for upcoming season.

-Attended the preparedness night with the State Citizen Corp handing out information.

HAZARDOUS SUBSTANCE AND HAZARDOUS MATERIAL PLAN-

-The City of Wilmington has updated the Emergency Operations Plan which includes the updated Hazardous substance plan. We continue to make sure that the plan is kept current. Copy has been sent to SERC.

EHS SITE INSPECTIONS—

Discussion held on funding requests from HMEP grant for Inspections.
Next meeting is on March 11, 2016 in the Emergency Operations Center.

END OF City of Wilmington LEPC REPORT

KENT COUNTY LEPC REPORT – Mr. Colin Faulkner

Kent County LEPC Meeting Minutes

January 12, 2016

Attendees

Brandon Olenik	KCDPS	Dave Mick	KCDPS
Charles Stevenson	Sussex LEPC	Charles Boyer	Town of Smyrna
Mark Dolan	DNREC	Avery Dalton	DEMA
Bryan Scott	DAFB	Tara Chambers	DNREC/EPCRA
Bill Davis	EPCRA	Kenneth Cenci	DNREC
David Irwin	NCC LEPC	Phillip Reynolds	Miller Env.
Lori Sherwood	DEMA	Michael Lavton	SERC
Ron Dukes	Perdue	John Griscovey	Perdue
John Melvin	DAFB	Miranda Mal	DAFB
Samuel Clark	DAFB	Joe Tyler	USCS

Braondon Olenik called the meeting to order at 10:00 am.

Welcome from Brandon and introduction of all the attendees.

Approval of minutes from last meeting with change to name only.

Current Issues

Dave Mick – DECON – One Meth Lab response. Class for Hazmat refresher.

David Mick – Technical Rescue Team – Meeting this month to set-up rest of training.
Paramedic training to be held in February.

Bill Davis –Tier II –

- 30th Anniversary of EPCRA. Hosting a gathering for the people who started with EPCRA 30 years ago and to meet with new people.
- Office has moved to Penny Lane Facility.
- 2015 Tier II is open. DNREC submitted comments on EPA proposal that was reported last meeting.
- Contract for Tier II – still using old version until reporting season is done on March 1. Beta testing to follow.

Avery Dalton – SERC – Last SERC meeting on December 9, introduction of Secretary James Mosley. March meeting will include presentation of Federal DOT Program.

Old Business

Bob Barrish – Facility Inspections – Three ER plan reviews since last meeting; Schagrin Gas Dover, Caulk, and Perdue Milford. Total for 2015 is six.

Chip Stevenson – Sussex LEPC – Next meeting will be Thursday at 10:00 am at Fire School.

New Castle County LEPC – Meeting held yesterday. Developed proposed FY17 budget and FY17 work plan.

Dave Mick – Exercise Program – Received Del State Active Shooter AAR.

Annual Statewide Hazmat Training Workshop – To be held April 1 & 2. Update on presenters given.

New Business

- Perdue Incident
- Discussion of Robo Bomb Calls

Next LEPC meeting scheduled for **Tuesday, March 8, 2016**

Meeting adjourned.

Respectfully submitted,

Nicole Vautard

Nicole Vautard
Kent County Dept. of Public Safety
LEPC Secretary

END OF Kent County LEPC REPORT

SUSSEX COUNTY LEPC REPORT – Mr. Charles Stevenson

March 9, 2016

Meetings

There has been one LEPC meeting since the last SERC meeting.

January 14th Meeting-

There were 29 members/guests in attendance.

Topics covered:

-Bill Davis from the DNREC-EPCRA program
Bill Davis reported that the 2015 reporting season has begun.

-Eric Huovinen, Sussex County EMS

Reported no responses.

-Avery Dalton from DEMA

HMEP Grant:

This year's HMEP grant total is \$111,673.00. The New grant started October 1st,

The Kent County and New Castle County LEPC staff attended the Hazardous Materials Regional Conference at Valley Forge PA in October.

Pipeline Hazardous Materials Safety Administrative (PHMSA) has approved the Wilmington LEPC's purchase of the BullEx Gas Monitoring simulation equipment. The equipment cost is approximately \$5,000.00 dollars.

Budget requests were emailed to all the grant sub-recipients on January 4th. LEPC budget requests for HMEP grant money are due February 1st.

DEMA REPORTING:

Holiday time period, nothing to report.

SERC 12/9/15 Quarterly Meeting:

1. The EPCRA program presented proposed regulatory changes. EPCRA will continue its review of the changes and will likely provide comments back from the state.
2. Office of Safety and Homeland Security – Secretary James N. Mosley, was introduced.

PRESENTATIONS:

The Sussex County LEPC meeting was a joint presentation between the LEPC Chairman and Bill Davis of DNREC's EPCRA branch. After the business section of the LEPC meeting, Bill Davis provided a training session on the Tier II Manager.

Facility Visits

There was one facility visit since the last SERC meeting.

-Crop Production Services in Seaford

HazMat Plan Status

The yearly review of the Sussex County HAZMAT Response Plan was completed in June of 2015.

Exercise Status

The Sussex County LEPC did not participate in any exercises since the last SERC Meeting.

HazMat Incidents

In the fourth quarter of 2015, there were 23 incidents reported.

Comments

Other LEPC activities include:

- SERC Planning & Training Committee meeting-November 19 & February 18
- New Castle County LEPC Meeting-January 11
- Kent County LEPC Meeting-January 12 & March 8

The next Sussex County LEPC meeting is scheduled for 10 a.m. on March 10th, 2016 at the Sussex County EOC.

END OF SUSSEX COUNTY LEPC REPORT

DNREC Emergency Response Summary Report



151216-03-D-P-S Whispering Lane Used Oil Dumping Complaint

DNREC-ERT responded to a complaint regarding an unknown amount of used motor oil that was dumped into a storm water management drain adjacent to 34273 Whispering Lane in Frankford, DE. The identity of the individual(s) who illegally discharged this material could not be determined. The illegal discharge contaminated residual debris (leaves/soil) as well as storm water in the drain. DNREC-ERT attempted to recover the used oil from the storm drain; unfortunately, the amount of material dumped into the drain was beyond the capabilities of the DNREC-ERT. As such, a spill response contractor was retained to respond to and remediate the spill site. A vacuum truck and petroleum absorbents were used to recover as much of the used oil and contaminated debris as possible. No surface water impacts downstream of the spill-impacted storm water management drain were observed.



160216-01-P-P-N Summer Park Crescent Residential AST #2 Heating Oil Spill

DNREC-ERT responded to a release of #2 heating oil approximately from a 300-gallon aboveground storage tank (AST) at 429 Summer Park Crescent in Newark, DE. The release impacted soils adjacent to

the residence at the site. In addition, an unknown amount of #2 heating oil entered the fore-bay of a storm water management pond that discharges to an unknown tributary of Sunset Lake. The contents of the leaking AST were pumped out by personnel from Belvedere VFC/HazMat 30. Petroleum absorbents (pads and sweep) were deployed to recover as much material as possible from the spill site. Petroleum absorbents (boom & sweep) were deployed in the fore-bay to recover as much oil as possible. The storm water sewer pipe was flushed upstream of the fore-bay to facilitate the recovery of residual oil entrained in the system. A spill response contractor was retained to abate the spill; soil excavation activities are planned pending favorable weather conditions.



BilCare Dowtherm Spills- 12/1/15 and 12/2/15 (151201-02-D-P-N and 151202-01-D-P-N)

On 12/1/15, DNREC-ERT responded to a spill of approximately 100 gallons of mineral oil based heat transfer fluid that was discharged outdoors during a heavy rain event. The rain caused the oil to sheet across the paved parking lot and enter a storm drain on an adjacent property. The source of the spill was a piping failure caused by water in the oil that subsequently boiled and overpressurized the line. The boilers were shut down until necessary repairs could be made. Clean up was completed at approximately 2200 hours that night. When they restarted the boilers, there was still water present, which then caused a pressure relief valve to open and oil to transfer to the oil expansion tank. The tank in turn overfilled, releasing an additional ~500 gallons of oil to the parking lot and storm drains on 12/2/15. Ultimately, the source of the water was determined to be cracked tubes in the heat exchanger. BilCare hired two contractors to abate both spills and recover the spilled oil.



Shipley Road Residential #2 Heating Oil AST Spill (151228-01-D-P-N)

On 12/28/15, DNREC-ERT responded to a spill of at least 200 gallons released from a pair of manifolded tanks located in a crawlspace. The spill then ran into the sump, where it was transferred outdoors by the sump pump, ran down the street, entered a storm drain and subsequently entered an unnamed tributary of Shellpot Creek. The spill was determined to have been caused by physical damage to one of the tanks when a leg broke and subsequently broke the bottom outlet valve. DNREC and its contractor used a vacuum truck, hard boom, and absorbents to contain and collect as much of the spilled oil as possible. The crawlspace was cleaned and treated with enzymatic product to enhance the biodegradation of the oil. The sump pump discharge has been re-routed to a 300-gallon tote to capture any remaining oil from the modified French drains, and ventilation of the crawlspace has been ongoing



Cannery Village Propane Leak 160206-02-P-P-S

On Saturday February 6th at 2000 hrs a complaint was received concerning a leaking residential propane tank at Cannery Village in Milton. While enroute it was determined that it was a leaking underground propane vapor line from a central propane tank farm which supplies the whole development that was the source of the leak. Upon arrival at the scene, Poore's Propane, which is the company who installed and maintains the system was engaged in an emergency excavation of the underground pipe at the source of the leak.

The line was buried approximately 4 feet underground and was a 3 inch plastic line at 10 psi of vapor pressure. The line was still leaking and Poore's Propane had difficulty in trying to isolate the line with local shut-off valves and had to shut down the main tank farm which interrupted propane service to the whole development. A Poore's Propane worker who was in the excavation had to be transported to the hospital due to the effects of an oxygen deficient propane rich (high VOC) atmosphere in the excavation. Upon arrival at the scene, DNREC along with the Milton Fire Company established positive ventilation of the excavation and continuous air monitoring. Surrounding homes were evacuated with the displaced residents sheltered in the community center. Homes surrounding the leak were monitored and 4 were found to have high LEL levels in their basement sumps or in the homes. One home closest to the propane leak had caught fire in the basement on Monday Feb. 1st and it had been attributed to an electrical fire originating in the sump pump, but a propane leak was not identified at that time.

The failed piping section was removed and replaced. The failure point was at a butt weld but the cause of the failure has yet to be determined. The 4 impacted homes were provided with continuous negative pressure explosion proof ventilation. The following week a contractor was hired to install 4 extraction wells and a soil vapor extraction system to remove the propane vapors from the ground. The system is still currently in operation.



DNREC 2015 STATISTICS LISTED ON THE FOLLOWING PAGE

DNREC ERT HazMat Response Summary
Calendar Year 2015
January 1, 2015 to December 31, 2015

TYPE OF RESPONSE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL	PERCENT
Abandoned drums & containers	5	7	8	10	30	8%
Asbestos	0	1	1	2	4	1%
BIOA (white powder)	1	2	3	2	8	2%
Dumping	0	2	0	0	2	1%
EOD Assists/Special Duty/Exercises	8	12	15	9	44	11%
Fires	4	2	4	2	12	3%
Fish kills	0	3	1	0	4	1%
Indoor air quality	2	5	8	6	21	5%
Marina/waterway sheen/spills	6	7	9	9	31	8%
Medical waste	1	1	0	1	3	1%
Mercury Spills	0	0	0	1	1	0%
Mineral oil	0	2	0	0	2	1%
Odor	0	0	0	2	2	1%
Other	6	8	8	4	26	7%
Other petroleum	1	1	1	1	4	1%
Petroleum	1	10	10	10	31	8%
Radiation	0	2	0	0	2	1%
Residential oil spills	26	5	12	18	61	16%
Storage tank releases	3	3	1	1	8	2%
Sunken Vessels	2	2	1		5	1%
Tar balls	0	0	1	0	1	0%
Transportation	17	26	26	20	89	23%
Waste oil	0	0	1	0	1	0%
Total Number of Responses	83	101	110	98	392	100%

RESPONSES BY COUNTY						
TYPE OF RESPONSE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL	PERCENT
New Castle County	44	43	51	58	196	50%
Kent County	16	31	28	21	96	24%
Sussex County	23	27	31	18	99	25%
Pennsylvania	0	0	0	1	1	0%
TOTAL	83	101	110	98	392	100%

PETROLEUM AND NON PETROLEUM RESPONSES						
TYPE OF RESPONSE	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL	PERCENT
Petroleum	54	59	63	62	238	61%
Non-Petroleum	29	42	47	36	154	39%
TOTAL	83	101	110	98	392	100%

2015 SERT INCIDENTS	INCID. #	SERT Level	SERT Date
ANP Lab Decontamination	150617-01-4N	4	6/17/2015
Edgemoor Road County PD Assist	150905-02-1N	1	9/5/2015
Dentsply Caulk	150905-03-1P	1	9/5/2015

END OF SERC COMMITTEE REPORTS - SERC MINUTES CONT.

Old Business

Nothing to Report.

New Business

Mr. Newnam made motion to approve the Finance & Budget Committee's recommendations of FY2017 request as outlined in the minutes. Mr. Byrd seconded. All approved

Director Schall briefed the three grant application is due May 2nd. There will be special meeting of the SERC to approve Hazardous Materials Emergency Preparedness grant application. It was decided the meeting will be on April 20th 9:00 a.m. at the Fire school.

Anthony H. Murray of the Department of Transportation did a presentation on the Final Rule of May 8, 2015 entitled "Hazardous Materials: Enhanced Tank Car Standards and Operational Controls for High-Hazard Flammable Trains" which resulted in the development of a training resource for First Responders. The Transportation Rail Incident Preparedness and Response, Flammable Liquid Unit Trains resource materials were developed to provide critical information on best practices related to rail incidents involving hazard class 3 flammable liquids, such as crude oil and ethanol.

Closing Comments

Dr. Lau made motion to adjourn. Director Schall seconded. All approved. Chairman Mosley adjourned the meeting at approximately 10:14 a.m.

The next SERC meeting will be June 8, 2016.

Meeting notes drafted by Avery Dalton and Lori Sherwood. Meeting notes entered into the Statewide Public Calendar on March 16, 2016.